

Youth Opportunity Program

Glossary of Key Terms

Key Term	Definition
Active Enrollee	<p>For enrollees who have not yet been placed: a living enrollee who has participated in any program activity in the last twelve months, does not have a health or medical condition that prevents him/her from participating in the program and still lives in or close enough to the target area to participate in the program.</p> <p>For enrollees who have been placed: a living enrollee who has been in the follow up pool for less than two years and does not have a health or medical condition that prevents him/her from participating in the program.</p>
Alumni group(s)	A specific youth development activity designed for enrollees who have participated for an extended period of time and/or have been placed in any of the long term placement categories. A minimum of four hours per month is required in this activity in order to constitute participation.
CBO/Proprietary Training	A type of long term occupational skills training placement provided by a community-based organization or a private, for profit provider. This type of training generally leads to an employer-recognized certificate in a particular occupational field.
College/SAT prep	A youth development activity consisting of classroom work to prepare an enrollee for taking college entrance examinations. A minimum of four hours per month is required in this activity in order to constitute participation.
Community service	A youth development activity in which the enrollee participates in volunteer work that benefits the community, including service learning projects. A minimum of five hours per month is necessary to constitute participation.
Completion	The point at which an enrollee completes his/her first pre-placement activity as specified in the individual service strategy (ISS).
Contact date	The date on which a YO staff member contacts an enrollee who has been placed and is currently a part of the follow-up pool. Contacts serve the purpose of both providing follow-up case management services and determining whether or not such an enrollee remains in a long term placement. All contacts should be recorded in the case management system.
Credential	A credential is defined as any nationally recognized degree or certificate or State/locally recognized credential. Credentials will include, but are not limited to a high school diploma, GED or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.
Disability	<p>Enrollee may have a physical (motion, vision, hearing) or mental (learning or developmental) impairment which substantially limits one or more of enrollee's major life activities or has a record of such impairment, or is regarded as having such an impairment, but which does not result in substantial impediment to employment.</p> <p>Or, the enrollee may have a disability which is an impediment to employment.</p>
Eligibility	At the time of enrollment, a participant must be a legal U.S. resident, residing in the target area, between the ages of 14 through 21. If the participant is a male and 18 or older, he must also be registered with the Selective Service.

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Enrollee	Any eligible youth who has formally enrolled in the program. (See Enrollment.)
Enrollment	The point at which the administrative registration process is completed and the first service commences. The first service could be an individual assessment and the development of an individual service strategy.
Follow-up Pool	The subset of enrollees who have been placed in an unsubsidized job, in long term education, or in long term occupational skills training. Enrollees remain in the follow up pool for two years following placement. The total number of active enrollees in the follow up pool is the denominator for the retention rate. Enrollees are not required to complete any or all pre-placement activities specified in their individual services strategy (ISS) to be in the follow-up pool.
GED/prep	A type of pre-placement activity intended to prepare an enrollee for passing the GED examination. This includes any preparation for high school graduation examinations. A minimum of five hours per month is required in this activity in order to constitute participation.
In School Youth	An enrollee who at the time of enrollment is attending a regular, junior high or alternative high school, or who is attending post-secondary school such as junior or four year college, and is not basic skills deficient. Also includes an enrollee who is not attending any school, and who has either graduated from high school or holds a GED and is not basic skills deficient and not unemployed and not underemployed.
Inactive	<p>For enrollees who have not yet been placed: an enrollee who has not participated in any program activity in the last twelve months; an enrollee who is deceased or has a health or medical condition that prevents him/her from participating in the program; an enrollee who has left the target area and the site has determined it is impractical to continue to serve him/her in the program.</p> <p>For enrollees who have been placed: an enrollee who has been in the follow up pool for more than two years, an enrollee who is deceased or has a health or medical condition that prevents him/her from participating in the program.</p>
Individual service strategy (ISS)	The tool used to document an enrollee's service plan through his/her program participation. The ISS may be updated at any point during an enrollee's participation in order to best serve an enrollee's needs. The ISS should include benchmark(s), goal(s), activity description(s), and type(s) of preplacement activity. For example, an enrollee's benchmark could be that his/her reading proficiency is two grade levels below his/her current grade in school. The goal is to increase reading proficiency by two grade levels, the activity description is to attend four months of a reading class and take a reading test, and the type of preplacement activity is reading/math remediation.
Individual tutoring	A youth development activity that includes individual or group academic support services, excluding reading and math remediation. A minimum of four hours per month is necessary to constitute participation.

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Initial unsubsidized job placement	The first unsubsidized employment opportunity entered into by an enrollee while participating in the YO program. This placement must last at least two weeks before it constitutes a placement. This includes military and qualified apprenticeship placements. Qualified apprenticeship programs are those approved and recorded by the ETA/Bureau of Apprenticeship and Training or by a recognized State Apprenticeship Agency. Approval is by certified registration or other appropriate written credential.
Internship/subsidized employment	A pre-placement activity that consists of onsite work experience designed to improve an enrollee's occupational skills and readiness for the world of work. A minimum of five hours per month is required in this activity in order to constitute participation.
Job Readiness Training (JRT)	A pre-placement activity consisting of site-defined, structured classroom-based activities that are designed to improve an enrollee's work readiness skills for those enrollees who are determined to be deficient in work readiness skills. A minimum of five hours per month is required in this activity in order to constitute participation.
Labor Force Status (Employed at Enrollment)	<u>Employed.</u> An employed individual is one who, during the 7 consecutive days prior to registration, did any work at all as a paid employee, in his or her own business, profession or farm, worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job. <u>Not employed.</u> An individual who does not meet the definition of employed. NOTE: If an individual quit or was laid off from his/her only (or all) jobs, record the individual as not employed, even if he/she worked in the 7 days before registration. NOTE: This information is to be collected from the enrollee at enrollment, not from wage records, and is required only for enrollees aged 18 to 21 years at enrollment.
Life skills training	A youth development activity designed to equip enrollees with the skills to succeed in life. This may include, but is not limited to, household management and parenting training. A minimum of five hours per month is required in this activity in order to constitute participation.
Long term education placement	The point at which an enrollee returns to secondary school (high school or junior high school), enters alternative high school, enters community college/junior college, or enters a four year college. The enrollee must remain at such a placement for a minimum of two weeks to constitute placement.
Long term occupational skills training placement	The point at which an enrollee enters pre-apprenticeship training, Job Corps, CBO/proprietary training, or vocational/technical school. The enrollee must remain at such a placement for a minimum of two weeks to constitute placement.
Measurement point (WIA Measurement Date)	The earliest date on which an enrollee has: completed all of his/her pre-placement activities as specified by their individual service strategy (ISS); been placed; or has not participated in any youth development activities for three consecutive months. At such a point, an enrollee is held to all of the applicable WIA outcome measures. This point serves as the YO equivalent to the WIA concept of exit.

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Out of School Youth	An enrollee who at the time of enrollment is attending post-secondary school and is basic skills deficient, or who is not attending secondary or post-secondary school and has no diploma, or has a diploma and is basic skills deficient, unemployed or underemployed.
Participation	When an enrollee takes part in any one of the 15 youth development activities and meets the minimum level of participation in a given month.
Peer to peer mentoring	A youth development activity in which enrollees assist other enrollees for at least four hours per month in specific issue areas or when a more experienced enrollee serves as a type of advisor or role model to a less experienced enrollee. This may also include adult mentoring.
Placement	The point at which an enrollee moves into unsubsidized employment (not short term), long term education, or long term occupational skills training and remains in such place for at least two weeks. Enrollees are not required to complete any or all pre-placement activities specified in their individual services strategy (ISS) prior to placement.
Placement Services	Services designed to assist an enrollee in finding a long term placement (unsubsidized employment, long term education, and long term occupational skills training).
Post-Secondary Education	Post-secondary education is a program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Do not include programs offered by degree-granting institutions that do not lead to an academic degree as post-secondary education.
Pre-apprenticeship training	A long term occupational skills training designed to prepare enrollees for a qualified apprenticeship.
Pre-placement activity	A specific group of youth development activities with a specific entrance and completion point designed to prepare enrollees for long term placements.
Reactivation	Moving an enrollee from inactive status to active status. An enrollee is reactivated when their health or medical condition no longer prevents participation in the program, or when they have not participated for 12 months, but begin participating again. An enrollee who has not yet been placed who is inactivated upon leaving the target area may be reactivated upon returning to the target area.
Reading/Math Remediation	A pre-placement activity consisting of classroom instruction designed to improve an enrollee's reading and/or math skills for those enrollees who are determined to be basic literacy skills deficient. Basic education skills include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills. A minimum of five hours per month is required in this activity in order to constitute participation.
Recruitment	The point at which a YO outreach specialist has met with a potential enrollee, informed them of the YO program, invited them to participate in the program, and has established eligibility of such individual for the program. Establishing eligibility for recruitment does not require proper documentation.
Replacement	An unsubsidized job placement entered into by an enrollee after leaving or losing a prior unsubsidized job placement.
Retention	A quarterly performance measure in which an enrollee in the follow-up pool is found in any long term placement at the last contact during the last month of such quarter.

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Secondary school extra curricular activities	A youth development activity consisting of any type of school sponsored activity. Examples of such activities include drama, music, yearbook, specialized clubs, athletics, etc. A minimum of five hours per month is required in this activity in order to constitute participation.
Short term occupational skills training	Any pre-apprenticeship training, CBO/proprietary training, or vocational training which is deemed preparation for a long-term unsubsidized job or long-term educational or occupational skills training placement, and is designed to improve an enrollee's occupational skills for those enrollees who are determined to be deficient in occupational skills. A minimum of five hours per month is required in this activity in order to constitute participation.
Short term unsubsidized employment	Any unsubsidized employment that is deemed short term or temporary, is intended to prepare an individual for a long-term unsubsidized employment placement, and is designed to improve an enrollee's occupational skills for those enrollees who are determined to be deficient in occupational skills. A minimum of five hours per month is required in this activity in order to constitute participation. This is not considered a placement, but rather a pre-placement activity.
Sports/Recreation	A youth development activity consisting of any type of sport or other recreational opportunity that is developed by or in partnership with the YO program. A minimum of five hours per month is required in this activity in order to constitute participation.
Support group(s)	A youth development activity consisting of at least five hours of specific types of counseling or communication opportunities facilitated by a YO staff member focusing on specific issue areas experienced by enrollees.
Total completion	The point at which a participant has completed all of his/her pre-placement activities as specified by the individual service strategy (ISS).
Unverified unsubsidized job placement	Any unsubsidized job placement that has not yet been verified.
Verification of placement	Placements occurring after enrollment in the YO program are counted and reported once they are verified, rather than once they occur. Verification of a placement will occur two weeks after the date of placement to ensure that the enrollee has remained in the placement for at least two weeks. Where there are potentially multiple placements, the verification of the initial placement is the one that determines when a placement is reported on the YO monthly report. This definition applies to job placements, long-term education placements and long-term occupational skills training placements.
Vocational/technical school	A type of long term occupational training consisting of specific classroom and work-based study in a specific occupation leading to a degree or certificate.
Wage Records	Wage record information on total earnings in the quarter can be obtained from the State, other States, other entities maintaining wage record systems, or from WRIS. Earnings from all employers of the individual should be summed. Earnings from different sources of wage records (e.g., systems in two different States) should also be summed for each quarter.
Youth development activity	Any one of the 15 program components that constitutes participation in the YO program.